

**CONTINUATION TO SF-1449, RFQ NUMBER SMG10012Q0001 SCHEDULE OF  
SUPPLIES/SERVICES, BLOCK 20 DESCRIPTION/SPECIFICATIONS/WORK  
STATEMENT**

The contractor/editor shall write, prepare, edit and submit in final form for publication, an issue of "Nomad News", the weekly community newsletter of American Embassy Ulaanbaatar. The contractor/editor will report directly to the CLO or the GSO if the CLO is not available.

This newsletter is a weekly publication aimed at the official American community and their families. The paper's length varies depending upon material available. The newsletter is typically 12-15 pages in length; however, the minimum length is 10 pages and the maximum length is 20 pages. A minimum of 10 hours and a maximum of 20 hours should be used to complete the newsletter. It must contain articles and information of interest to the American Embassy community. The software that must be used is Microsoft Publisher.

The contractor shall provide the worksite and equipment necessary to produce this newsletter. The Embassy Information Management (IM) staff will assist in the protection of the information by providing anti-virus software, and instructions on configuring PC firewall settings.

The Newsletter Editor will submit a "publication-ready" (.pdf format) copy to the CLO by Tuesday at 1600 each week. Any corrections or editorial changes recommended by the CLO (or GSO if the CLO is unavailable) must be incorporated in the final copy and returned to the CLO office no later than Wednesday at 1600. The raw Publisher files of the completed newsletter must be saved to a CD or DVD and given to the CLO as requested.

The newsletter shall be published electronically on Thursday each week via e-mail by the contractor as directed by the Community Liaison Officer (CLO). Use of color and graphics shall be pursuant to the design of the contractor, subject to the CLO's review of suitability for e-mail publication. The Newsletter Editor will research and write a feature article for each issue focusing on either cultural or historical aspects of Mongolia; attractions, events or places of interest to the American Embassy community; American heritage, traditions or holidays; or other issues of importance and relevance to USG families serving abroad. The Newsletter Editor will also include short articles of interest to families with children, families without children, and singles. Embassy and community events will be featured weekly, as well as cultural and recreational events going on in and around Ulaanbaatar, and in neighboring countries. Announcements, short articles and other information contributed by Embassy personnel and family members will be sent directly to the Newsletter Editor and included, as appropriate, in the current issue. The Newsletter Editor may work closely with the RSO office to ensure that the information disseminated in the newsletter does not create security vulnerabilities. CLO regularly provides to the Editor cultural event calendars and articles from the FLO Newsletter.

Every edition will include, at a minimum, the following sections:

1. Front page article with original content;
2. Local news articles that are of interest to both the American and Mongolian embassy community;
3. Upcoming CLO events announced in the 2 editions prior to the event (provided by CLO);
4. FLO-CLO Connection (provided by CLO);
5. This week in pictures (if submitted by the community);
6. Weather forecast;
7. Community Calendar with a 6 week "look ahead" (CLO will give upcoming events);
8. Classifieds;

9. Embassy information page

Invoices

Invoices shall be submitted monthly to the following address and shall bill for the number of newsletters published during that period.

Invoices shall be submitted to the following address:

General Services Office  
American Embassy  
Ulaanbaatar, Mongolia

All questions about the newsletter should be directed to the CLO (or GSO if the CLO is unavailable).